

**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**



FPDS CODE D306 IT Systems Analysis Services
FPDS CODE D308 Programming Services
FPDS CODE D311 IT Data Conversion Services
FPDS CODE D316 IT Network Management services

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately

Note 2: Offerors and agencies are advised that the group 70 - information technology schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

ePATHUSA Inc.
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West Des Moines, IA 50266
info@ePATHUSA.net
www.ePATHUSA.net
515-974-6778 (Phone) 630-884-3700(Fax)

Contract Number: **GS-35F-152BA**

Period Covered by Contract: **JANUARY 15th 2014 through JANUARY 14th 2019**
General Services Administration
Federal Supply Service

Pricelist current as of: Sept 25th 2013

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>.

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.



1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☒ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☐ The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

ePATHUSA Inc.
6600 Westown Parkway, Suite 245
West Des Moines, Iowa, USA
info@ePATHUSA.net
www.ePATHUSA.net
515-974-6778 (Phone)

Sales Contact Information
Hari Nallure
President
hnallure@epathusa.net

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

515-974-6778 – Order Telephone

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATIC DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **011683428**
Block 30: Type of Contractor : **Small Disadvantaged Business (SDB)**
Block 31: Woman-Owned Small Business: **Yes**
Block 36: Contractor's Taxpayer Identification Number (TIN): **86-1138597**

4a. CAGE Code: **6XA52**

4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

All services provided FOB Destination.

6. DELIVERY SCHEDULE

a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER
132-51

DELIVERY TIME (Days ARO)
As negotiated on task order.

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **None**
- b. Quantity: **None**
- c. Government Educational Institutions receive the same discount as the Federal Government.
- d. Other: **None**

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: None

10. Small Requirements: The minimum dollar value of orders to be issued is **\$100.**

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$ 500,000
Special Item Number 132-51 – Information Technology (IT) Professional Services

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information

Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13. **FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

All Orders placed for work outside the Continental United States will be billed at the prices listed plus a 21% overseas surcharge.

All Orders placed for work outside the Continental United States will have itemized as additional costs any out-of-pocket or extraordinary expenses incurred, consistent with the then prevailing GSA and other acquisition regulations applicable. All such expenses will be subject to pre-approval of the Agency/Customer under this agreement.

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.



22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, the contractor will ensure all activities meet with Section 508 compliance requirements. The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order—

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services—Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

GSA LABOR RATES

Labor Category	01/15/2014- 01/14/2015	01/15/2015- 01/14/2016	01/15/2016- 01/14/2017	01/15/2017- 01/14/2018	01/15/2018- 01/14/2019
Process Analyst I	\$70.84	\$72.25	\$73.70	\$75.17	\$76.67
Data analyst I	\$59.03	\$60.21	\$61.41	\$62.64	\$63.90
Quality Assurance Analyst II	\$61.00	\$62.22	\$63.46	\$64.73	\$66.03
Quality Assurance Analyst I	\$53.13	\$54.19	\$55.27	\$56.38	\$57.51
DBA III	\$152.49	\$155.54	\$158.65	\$161.83	\$165.06
DBA II	\$118.06	\$120.42	\$122.83	\$125.28	\$127.79
Developer II	\$93.46	\$95.33	\$97.24	\$99.18	\$101.17
Developer I	\$76.74	\$78.27	\$79.84	\$81.44	\$83.06
Business Analyst III	\$73.79	\$75.26	\$76.77	\$78.30	\$79.87
Business Analyst II	\$66.90	\$68.24	\$69.60	\$70.99	\$72.41
Business Analyst I	\$54.11	\$55.19	\$56.30	\$57.42	\$58.57
Configuration Analyst I	\$68.87	\$70.25	\$71.65	\$73.08	\$74.54
Network Engineer II	\$68.87	\$70.25	\$71.65	\$73.08	\$74.54
Web Developer I	\$54.11	\$55.19	\$56.30	\$57.42	\$58.57
Programmer I	\$61.98	\$63.22	\$64.48	\$65.77	\$67.09
Quality Assurance Manager	\$88.54	\$90.32	\$92.12	\$93.96	\$95.84
Subject Matter Expert	\$96.52	\$98.45	\$100.40	\$102.40	\$104.45
Project Manager I	\$90.55	\$92.35	\$94.20	\$96.08	\$98.00
Project Manager II	\$114.43	\$116.71	\$119.04	\$121.42	\$123.85
Subject Matter Expert II	\$128.40	\$128.40	\$128.40	\$130.96	\$133.58
Network Engineer III	\$93.80	\$93.80	\$93.80	\$95.67	\$97.58
Deskside Support Specialist	\$57.15	\$57.15	\$57.15	\$58.30	\$59.46

*Rates above are for On-site work.

Labor Category Descriptions



JOB TITLE: Quality Assurance Manager

Minimum/General Experience:

Five or more years of progressive experience in Quality Assurance, including five or more years experience developing Test Plans, Test Cases, and expected test results. Five or more years of experience executing Test Plans, Test Cases and documenting test results using disciplined Test Plan methods to include a Test repository. Five or more years of experience installing, implementing and developing automated testing, preferably use of automated testing tools. Five or more years of scripting experience include test scripting (TSL). Five or more years of experience working in a project team environment of cross-functional team environment. Three or more years of direct management and leadership skills.

Functional Responsibilities:

Leader of a specialized business area responsibilities include the planning and development of Test Plans, Test Cases, and expected test results. Ability to lead others in a QA area supporting application systems in a managed way, defining expected results to ensure (newly developed and or modified) systems are functioning to specifications. Participates in the development and implementation of complex application systems, ensuring through testing, quality reviews, peer reviews, quality audits that projects and systems are delivered to expectations.

Minimum Education:

Associates degree in Business, Accounting of Information Systems; Bachelor's degree preferred in Business or Management.

JOB TITLE: Process Analyst**Minimum/General Experience:**

One or more years of experience in systems development responsible for process improvement and reengineering methodologies. Experience in facilitating, process methodology, evaluation, process engineering across all phases of the Systems Development Lifecycle. Knowledgeable of and experienced in identifying best practices, business management, organizational change management, process modeling using UML and general experience in information technology development methods and practices.

Functional Responsibilities:

Provides expertise in process engineering, and conducts process modeling to fulfill business understanding of process flows, seeking improvements to business processes and Systems process to improve efficiencies of those processes. Directly responsible for promoting and mentoring of best practices in business and systems development processes and procedures. Facilitates JAD sessions and leads business and IT Teams through Business Process mapping of current "As-is" and future "To-be" processes. Experienced in interviewing, mentoring and leading business and IT staff to use process models in System development design and development efforts.

Minimum Education:

Bachelor's degree; preferably in Information Systems, Engineering, Business or Management.

JOB TITLE: Business Analyst III**Minimum/General Experience:**

Five or more years of experience in business and /or systems development. Five or more years of direct experience working on project teams defining, organizing and documenting user requirements. Five or more years of direct experience developing and executing User Test Plans. Experienced in process improvement and engineering methods is highly desirable. Experienced in facilitating JAD sessions, process methodology, critical thinking, and evaluation of user requirements. Knowledge and understanding of process improvement methods desired. Three or more years of Systems Development Lifecycle experience preferred. Considered a Subject Matter Expert in one or more industries. Experience in organizational change management, process modeling using UML and general experience in information technology development methods and practices highly desired.

Functional Responsibilities:

Provides leadership in business areas as a Subject Matter Expert in one or more industries. Responsible for leading / facilitating user requirements, process engineering, including organizing and documenting user requirements. Expert knowledge of business and Systems Development Lifecycle best practices including various System Development Lifecycle Methodologies. Facilitates JAD sessions and leads business teams through Business Process mapping of current "As-is" and future "To-be" processes. Leader with responsibilities of managing and leading business staff in Systems Development needs and functional design review and sign-off. Lead a team or develops alternative solutions to problems and, where appropriate, assists in implementing improved or new business processes or automated systems. Leads staff or directly defines user test plans including the development of test cases expected results and performing User Acceptance testing.

Minimum Education:

Associates degree in Business, Accounting or Information Systems; Bachelor's degree preferred in Business or Management.

JOB TITLE: Business Analyst II**Minimum/General Experience:**

Three or more years of experience in business and /or systems development. Two or more years of direct experience working on project teams defining, organizing and documenting user requirements. Five or more years of direct experience developing and executing User Test Plans. Experienced in process improvement and engineering methods is highly desirable. Experienced in facilitating JAD sessions, process methodology, critical thinking, and evaluation of user requirements. Knowledge and understanding of process improvement methods desired. One or more years of Systems Development Lifecycle experience preferred. Considered a Subject Matter Expert in one or more industries. Experience in organizational change management, process modeling using UML and general experience in information technology development methods and practices highly desired.

Functional Responsibilities:

Responsible for participating user requirements definition, process engineering, including organizing and documenting user requirements. Knowledge of business and Systems Development Lifecycle best practices including various System Development Lifecycle Methodologies. Participates in JAD sessions and works with business teams through Business Process mapping of current "As-is" and future "To-be" processes. Responsibilities include functional design review and sign-off, developing alternative solutions to problems and, where appropriate, assists in implementing improved or new business processes or automated systems. Directly defines user test plans including the development of test cases expected results and performing User Acceptance testing.

Minimum Education:

Associates degree in Business, Accounting of Information Systems; Bachelor's degree preferred in Business or Management.

JOB TITLE: Business Analyst I**Minimum/General Experience:**

One or more years of experience in business and /or systems development. One or more years of direct experience working on project teams defining, organizing and documenting user requirements. Five or more years of direct experience developing and executing User Test Plans. Experienced in process improvement and engineering methods is highly desirable. Experienced in facilitating JAD sessions, process methodology, critical thinking, and evaluation of user requirements. Knowledge and understanding of process improvement methods desired. One or more years of Systems Development Lifecycle experience preferred. Considered a Subject Matter Expert in one or more industries. Experience in organizational change management, process modeling using UML and general experience in information technology development methods and practices highly desired.

Functional Responsibilities:

Responsible for participating user requirements definition, process engineering, including organizing and documenting user requirements. Knowledge of business and Systems Development Lifecycle best practices including various System Development Lifecycle Methodologies. Participates in JAD sessions and works with business teams through Business Process mapping of current "As-is" and future "To-be" processes. Responsibilities include functional design review and sign-off, developing alternative solutions to problems and, where appropriate, assists in implementing improved or new business processes or automated systems. Directly defines user test plans including the development of test cases expected results and performing User Acceptance testing.

Minimum Education:

Associates degree in Business, Accounting of Information Systems; Bachelor's degree preferred in Business or Management.

JOB TITLE: Data Base Analyst III**Minimum/General Experience:**

Five to Eight or more years of Information Technology experience, including demonstrated experience with database design and data modeling and data base design and database administration. Four or more years of SQL experience using Microsoft SQL Server, UDB/DB2, Oracle, or Sybase. Three or more years of direct responsibility for database design including the levels of Normalization. Leadership and/or Management experience leading or mentoring Junior Data Base Analysts in the development of systems.

Functional Responsibilities:

Provide expert advice and review of relational database management systems (RDBMS) in support of System Development Projects. Provide expert level consultation and perform data modeling in support of RDBMS Development. Evaluates and recommends available DBMS products to support systems functional design. Develop and maintain database platforms like SQL Server, Oracle, UDB/DB2, or Sybase. Defines and implements database organization (physical models), indexing, and tuning methods in support of highly functional and efficient RDBMS.

Minimum Education:

Bachelor's degree; preferably in Computer Science or Management Information Systems. Microsoft MCSDBA certification or similar Oracle, Sybase or UDB certification preferred.

JOB TITLE: Data Base Analyst II**Minimum/General Experience:**

Three or more years of Information Technology experience, including demonstrated experience with database design and data modeling and data base design and database administration. Three or more years of SQL experience using Microsoft SQL Server, UDB/DB2, Oracle, or Sybase. Two or more years of direct responsibility for database design including the levels of Normalization.

Functional Responsibilities:

Manages the development of database(s) in support of System Development Projects. Provide expert level consultation and perform data modeling in support of RDBMS Development. Evaluates and recommends available DBMS products to support systems functional design. Develop and maintain database platforms like SQL Server, Oracle, UDB/DB2, or Sybase. Defines and implements database organization (physical models), indexing, and tuning methods in support of highly functional and efficient RDBMS.

Minimum Education:

Bachelor's degree; preferably in Computer Science or Management Information Systems. Microsoft MCSDBA certification or similar Oracle, Sybase or UDB certification preferred.

JOB TITLE: Data Analyst I**Minimum/General Experience:**

One or more years of Information Technology experience, including full understanding and experience using data mapping, data Extract Transfer Language (ETL). Demonstrated experience with database design and data modeling as well as two or more years of SQL experience using Microsoft SQL Server, UDB/DB2, Oracle, or Sybase. One or more years of direct responsibility for database design including the levels of Normalization.

Functional Responsibilities:

Work with user to understand data needs; support DBA's with data extraction and data manipulation; perform data extraction and transformation (data conversion) as needed to support peers (Database Analysts, System Analysts, and developers) as required. Participate and develop data models as required to document data structures. One or more years of SQL experience using SQL Server, UDB/DB2, Oracle, or Sybase.

Minimum Education:

Associates Degree in Business, Accounting of Information Systems; Bachelor's degree preferably in Computer Science or Management of Information Systems.

JOB TITLE: Web Developer I**Minimum/General Experience:**

Must have one or more years of experience in programming and server software operations; has a good knowledge of web development tools and technologies.

Functional Responsibility:

Develops custom programs written in languages such as C++, C, Java, JavaScript, PERL, Active X, CGI, to name a few, designed to implement the EID and other functionality to improve overall site functionality. Creates Web front-end user interfaces to new or existing databases and applications using a combination of HTML, SQL, C, Visual Basic, Oracle or other languages to make applications and information accessible. Utilizes knowledge of operating systems such as UNIX, Windows NT, TCP/IP, focusing primarily on files within the server root, and performs the ongoing day-to-day operation of the server software, including maintaining system security, modifying configuration settings and backing up the system.

Minimum Education:

Associates Degree in Business, Accounting of Information Systems; Bachelor's degree preferably in Computer Science or Management of Information Systems.

JOB TITLE: Quality Assurance Analyst II**Minimum/General Experience:**

Three or more years of progressive experience in Quality Assurance, including five or more years experience developing Test Plans, Test Cases, and expected test results. Three or more years of experience executing Test Plans, Test Cases and documenting test results using disciplined Test Plan methods to include a Test repository. Three or more years of experience installing, implementing and developing automated testing, preferably use of automated testing tools. Three or more years of scripting experience include test scripting (TSL). Two or more years of experience working in a project team environment of cross-functional team environment.

Functional Responsibilities:

Responsibilities include the planning and development of Test Plans, Test Cases, and expected test results. Ability to lead others in a QA area supporting application systems in a managed way, defining expected results to ensure (newly developed and or modified) systems are functioning to specifications. Participates in the development and implementation of complex application systems, ensuring through testing, quality reviews, peer reviews, quality audits that projects and systems are delivered to expectations.

Minimum Education:

Associates degree in Business, Accounting of Information Systems; Bachelor's degree preferred in Business or Management.

JOB TITLE: Quality Assurance Analyst I**Minimum/General Experience:**

One or more years of progressive experience in Quality Assurance, including three or more years experience developing Test Plans, Test Cases, and expected test results. One or more years of experience executing Test Plans, Test Cases and documenting test results using disciplined Test Plan methods to include a Test repository. Three or more years of experience installing, implementing and developing automated testing, preferably use of automated testing tools. One or more years of scripting experience include test scripting (TSL). One or more years of experience working in a project team environment of cross-functional team environment.

Functional Responsibilities:

Responsibilities include the planning and development of Test Plans, Test Cases, and expected test results. Ability to test application systems in a managed way, defining expected results to ensure (newly developed and or modified) systems is functioning to specifications. Participates in the development and implementation of complex application systems, ensuring through testing, quality reviews, peer reviews, quality audits that projects and systems are delivered to expectations.

Minimum Education:

Associates degree in Business, Accounting of Information Systems; Bachelor's degree preferred in Business or Management.

JOB TITLE: Programmer I**Minimum/General Experience:**

One or more years of progressive experience in the system development and maintenance of legacy systems. Demonstrated experience in the support and maintenance of a system. Experience in older technologies such as COBOL, Assembler, CICS, DB2, IDMS, and ADO. One or more years of Systems Development Lifecycle experience.

Functional Responsibilities:

Performs the design, programming, documentation, and implementation of system enhancements and maintenance of legacy applications. Provides knowledge of information systems and related systems development lifecycle concepts for effective development, and implementation including disciplined testing of software enhancements and maintenance activities. Participates in all phases of SDLC with emphasis on the design, coding, testing, documentation, and acceptance testing

Minimum Education:

Associate degree in Business, Accounting of Information Systems; Bachelor's degree preferred in Business, or Management, Computer Science or Information Management.

JOB TITLE: Configuration Analyst I**Minimum/General Experience:**

Two or more years of experience with a BS degree in Engineering, Science or related field

Functional Responsibilities:

Work closely with program management, systems engineers, quality managers and representatives, draftsmen and design/manufacturing engineers in a concurrent engineering environment; Develop and administer Configuration Management Plans; Prepare for and conduct major configuration audits. Works as a team member under the supervision of a Project Manager

Minimum Education:

Associate degree in Business, Accounting of Information Systems; Bachelor's degree preferred in Business, or Management, Computer Science or Information Management

JOB TITLE: Developer II**Minimum/General Experience:**

Five or more years of progressive experience in technical architecture, analysis, and design of complex systems for n-tier applications using new technologies and methods. Five or more years of demonstrated experience in managing the technical design, development, and implementation of systems development or major enhancements of application systems. Four or more years of experience in project(s) environment using new open source and/or Microsoft technologies. Demonstrated leadership including communication skills; giving formal presentations to build consensus of solutions to complex business and systems functions. Demonstrated ability to work independently as well as build, motivate and mentor junior systems developer, database analysts, technical writers, and other project team members. Expert knowledge in one or more of the following development languages: JAVA, Microsoft Visual Studio (C#, .Net), XML, Perl, PHP, or ASP. Demonstrated understanding and knowledge of databases of Microsoft SQL Server, Oracle, UDB/DB2, and Sybase.

Functional Responsibilities:

Perform in a leadership role analyzing user and technical requirements to design, develop, and implement complex systems to support business objectives. Design systems and data architecture to include the hardware, operating systems, middleware, application software, and RDBMS to meet all requirements. Lead and mentor future cross-functional teams as part of a Project or Program of system development initiatives. Specific skills include facilitation skills, requirements elicitation and management, functional design, development and implementation. Maintain expertise in distributed technologies like web services, XML, UML, Microsoft Visual Studio, Oracle, or BPEL. Mentor Junior staff in analytical and computational techniques and methods including SDLC (Agile, RUP, Water-fall). Leads the effort to create high-level systems design, data flow diagrams, and specifications of application systems development. Leads and participates in all phases of software development lifecycle.

Minimum Education:

Bachelor's degree; preferably in Computer Science or Management Information Systems; Masters degree in Computer Science or Management Information Systems. Microsoft certification or similar Oracle, or IT Technical certifications preferred.

JOB TITLE: Developer I**Minimum/General Experience:**

One or more years of experience in analysis and design of complex systems for n-tier applications using new technologies and methods. One or more years experience in relationship database management systems including data modeling. One or more years of experience using new open source and/or Microsoft technologies. Demonstrated ability to work independently as well as working a team environment. Three or more years experience in one or more of the following development languages: JAVA, Microsoft Visual Studio (C#, .Net), XML, Perl, PHP, or ASP. Demonstrated understanding and knowledge of databases of Microsoft SQL Server, Oracle, UDB/DB2, and Sybase.

Functional Responsibilities:

Performs system development activities including technical requirements to design, development, and implementation of complex objects in a application system. Develop to functional and detailed design specifications under the direction of senior developer, system architect or project manager. Develop and integrate objects to insure compatibility with middleware, COTS, other application software objects, and RDBMS meeting user and technical requirements.

Minimum Education:

Associates degree in Computer Science; Bachelor's degree in Computer Science preferred. Microsoft certification or similar Oracle, or IT Technical certifications preferred.

JOB TITLE: Network Engineer II**Minimum/General Experience:**

Three or more years of progressive experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols such as TCP/IP, ATM. Knowledge of devices such as routers and gateways. Three or more years of experience in all aspects of communication networks analysis, network management system and tools, multiple Network Operation Systems (NOS), network design, capacity and throughput planning, installation and support of multiple application systems.

Functional Responsibilities:

Plans and performs network engineering research, design, development (integration) and installation and implementation conforming to standards. Performs network design, engineering, installation and support of Network from COTS packages like Microsoft products (Windows Operating Systems, BizTalk Server, or SQL Server), to other systems such as HP Openview, WebSphere, WebLogic, or Apache. Ability to monitor and support servers, routers, switches, or bridges from multiple vendors. Maintain support and troubleshoot network protocols including TCP/IP, ATM, MPLS and SNMP. Responsible for requirements, network architecture, and design of enterprise wide or large-scale computer networks. Establish general network administration processes and procedures and ensure alignment to those processes and procedures.

Minimum Education:

Associates degree in Computer Science; Bachelor's degree in Computer Science preferred. Certification from Microsoft, Cisco or other Network certifications is highly desired.

JOB TITLE: Subject Matter Expert**Minimum/General Experience:**

Three to seven years of specialized experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals.

Functional Responsibility:

Works with client management to understand the client's strategic information technology business goals and information technology strategy. Analyzes client requirements and recommends development or acquisition strategies. Assist in developing strategic plans and concepts. Worked closely with the Project Management Office (PMO) to define business requirements, evaluate solution, develop project plans and manage project to meet business objectives. Performs or delegates the initiation, planning, monitoring and control, and closure of Projects and/or programs. Works to ensure all project constraints are known, understands and mitigates project risks, works with project stakeholders to eliminate project issues. Possess requisite knowledge and expertise so recognized in the professional community that the individual is considered "expert" in the technical/specialty area being addressed.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

JOB TITLE: Project Manager I**Minimum/General Experience:**

3 to 7 years of technical experience on projects, including three or more years in a leadership / management role, requiring experience in management, work estimates, resource management including resource allocation. Consultant must demonstrate strong leadership and communication skills, and the ability to manage a large project or multiple smaller projects simultaneously. Consultant must have the

ability to manage and control of project budgets and resources. Individual must work well with all levels of management, business personnel and motivate project team members. Consultant must be an excellent communicator with exceptional facilitation skills.

Functional Responsibilities:

Responsible for managing and overseeing one large or multiple smaller projects simultaneously. Responsible for outcomes of a Project. Performs or delegates the initiation, planning, monitoring and control, and closure of Projects and/or programs. Works to ensure all project constraints are known, understands and mitigates project risks, works with project stakeholders to eliminate project issues. All work is guided to ensure projects and programs are managed in an effective manner to scope, duration (time) and cost. Ensure compliance with all applicable standards, and uses discipline project management to document and ensure approval through Project change requests, to deviations to plan.

Minimum Education:

Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

JOB TITLE: Project Manager II

Minimum/General Experience:

Eight or more years of experience on projects, including five or more years in a leadership / management role, requiring experience in management, work estimates, resource management including resource allocation. Consultant must demonstrate strong leadership and communication skills, and the ability to manage multiple projects simultaneously or manage multiple project managers who are managing projects simultaneously. Considered an expert in the management and control of project budgets and resources. Ability to work well with all levels of management, business personnel and motivate project team members. Excellent communicator with exceptional facilitation and cross-functional team facilitation skills.

Functional Responsibilities:

Responsible for managing and overseeing multiple projects simultaneously or manage multiple project managers who are managing projects simultaneously. Responsible for all outcomes of a Program and / or Projects. Performs or delegates the initiation, planning, monitoring and control, and closure of Projects and/or programs. Works to ensure all project constraints are known, understands and mitigates project risks, works with project stakeholders to eliminate project issues. All work is guided to ensure projects and programs are managed in an effective manner to scope, duration (time) and cost. Ensure compliance with all applicable standards, and uses discipline project management to document and ensure approval through Project change requests, to deviations to plan.

Minimum Education:

Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

JOB TITLE: Subject Matter Expert II

Minimum/General Experience: Six to 15 years of experience in a computer-related field. Eight years of progressive experience in high degree of complexity and advanced knowledge in specific tasks, processes, and functions to meet organizations best practice standards. Must have experience in advanced level of utilizing new methodologies for solving problems and ensuring that systems are in compliance with organizational requirements.

Functional Responsibilities:

Provide technical and managerial expert consultative support to a functional area of the project. Provide extremely high-level functional system development or analysis. Position incorporates the design, integration, documentation, implementation and analysis on exceptionally complex problems requiring extensive knowledge of the technical subject matter. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts for a technical functional area which may include: Distributed System Development, Web, Intranet, E-Commerce, Client-Server Development, Database Design and Development, Automated Geographic Information Systems, Integration Services, IT Strategic Planning, Systems Analysis and Needs Assessment, and Business Process Re-Engineering.

Work as a consultant on projects. May lead and direct work of others. S/he will report to their manager/supervisor. Reviews and analyzes inspection reports for factual accuracy and help draft corrective actions. Possessing extensive technical knowledge and analysis of exceptionally complex problems for development and solutions, provides expertise in coordination with self- assessments and in preparation for oversight inspection. S/he should have wide experience in application of technical principles, theories, and concepts in the required technical field and full knowledge of other related disciplines. Prepare and conduct internal security inspections and assist in vulnerable assessment.

Minimum Education:

Bachelor's Degree in related field. S/he should have specific skills and education that pertain to specialized requirements of the project.

JOB TITLE: Network Engineer III**Minimum/General Experience:**

Six to 12 years of experience in a computer-related field. Seven years of progressive experience in planning, designing, implementation, and analyzing data or telecommunications Networks. Must have experience with Network analysis/management tools and techniques and be familiar with Personal Computers (PCs) in a client/server environment.

S/he must also be familiar with IT technology and long distance and local carrier management.

Functional Responsibilities:

S/he will be responsible for the design and implementation of large data communications or telecommunications Networks. Plans and monitors the installation of communications circuits. Manage and monitor local area Networks and associated equipment (e.g., bridges, routers, modem pools, and gateways) Conducts short and long-term plan to meet c communications requirements. S/he will be responsible for the design and implementation of LANs/WANs using hub switching and router technology. Perform hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepare tradeoff studies and evaluations for vendor equipment. Generate Network monitoring/performance report, for LAN/WAN utilization studies. Recommend Network design changes/enhancements for improved system availability and performance.

Minimum Education:

A Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. If applicable, shall be certified as Network Engineer for the specific Network operating system as defined in the State task request. The certification criteria are determined by the Network operating system vendor. An additional year of specialized experience may be substituted for the required education.

JOB TITLE: Deskside Support Specialist

Minimum/General Experience: 4 to 15 years of specialized experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals.

Functional Responsibility:

Attend user calls on system hardware, software and Voice & Video related (AVAYA) problems, proactively seeks information and using analytical and problem solving skills to resolve issues. Develop and test system modifications and enhancements. Design, monitor, and resolve standard incident tracking system. Manage new computer rollouts. Provide tier 2 and 3 support for issues escalated from the helpdesk, Server problems, including executive support. Provide tier 1 and 2 support for home office computer issues. Monitors systems for availability, error condition, space allocation, backup integrity, and performance. Also handle the voice and video related trouble shootings.

Minimum Education: Bachelor or Associated Degree in Information Technology or Related field/ any study which acquired knowledge in Computer Network, Information Systems, Engineering.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS



PREAMBLE

ePathUSA provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Hari Nallure at (515) 974-6778**.

**BEST VALUE
BLANKET PURCHASE AGREEMENT
Federal Supply Schedule**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

_____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

